

2017 Spirit of Christmas

Christmas Parade & Vendor Information

- The annual Tree Lighting Ceremony will be November 30th, 2017 at 6:00 p.m. on the Village Green. There will be caroling, a live Nativity, refreshments for sale, the Tree Lighting and the Christmas Lights and Music show.
- **The annual Millbrook *Spirit of Christmas* Parade will be Saturday, December 2nd, 2017.** The theme for this year's parade is "A Peaceful Christmas".
- **The Grand Marshals for this year's Parade will be Retired Public Safety Officers**
- The Parade will start at 2:00 p.m. The Parade will begin at the Sports Complex behind Smokehouse Bar-B-Que and will end at the intersection at City Hall.
- Line-up for the parade is at the Sports Complex parking lots.
- **People who are riding on floats must be dropped off at the back entrance to the complex by going down Demonbruen Drive off of Cobbs Ford Road. After the parade it would be easier for parents to pick up these children in back of the Village Green.**
- All horses will be placed last in line at the end of the parade unless they have diapers.
- **To be judged you must be in line and on your float by 12:30 p.m. This means your float must be decorated and people must be on your float for the judges to be able to judge your float.** You can bring your float in early and leave it. Judges will view the floats and awards will be presented to the winners in the following categories: Best Representation of Theme, and 1st, 2nd, and 3rd place winners in Schools, Churches, Clubs, and Businesses. **Please have a banner or sign to identify your entry in the parade.**
- Santa and Mrs. Claus will be riding on Santa's sleigh. **Please don't confuse the kids by having another Santa on your float.**
- The Parade will end at City Hall. Your float can go straight or turn left and end at Park Circle.
- ***Please make sure you have enough candy to throw to last the entire parade route!!!!!!***
- **There is no charge for Parade entries.** We will not send out a line-up number. You will be shown to your line-up position the day of the parade. We will send you an acknowledgement of your entry form if you have an e-mail or FAX# on form.
- Booths for refreshments and concessions will open at 9:00 a.m. on the Village Green and will be open until 4:00 p.m. Booths are available for arts & crafts, food, and other items. You will be contacted by the Booth Chairman for approval of your booth. We try not to duplicate items in booth sales. You will also be contacted the day before the parade on where to set up and there will be a map posted on the Village Green showing your location.
- **There is a charge for each BOOTH entry. See booth fees on entry form.**
- Please fill out the attached form completely. Please include an e-mail address or a FAX #. We will send you an acknowledgement of your application within one week of receiving it if we have your e-mail or FAX#.
- **Parade and/or Vendor application is due before November 24, 2017.**
- For more information please call the *Spirit of Christmas* Chairman - Kathy Kelley at 322-9871(cell) or 285-7231(wk) and ask for Barb or Linda.

CITY OF MILLBROOK
SPIRIT OF CHRISTMAS
2017 Parade & Vendor Entry Form
Theme: "A Peaceful Christmas"

Please mail this entry form before **11/24/17** to:

Kathy Kelley/Spirit of Christmas
PO BOX 327
Millbrook, AL 36054

Or FAX to (334) 285-7234

Or drop off at **Kelley Accounting & Tax Service, 3348 Main St., Millbrook, Al**

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Business, Church, Club, School, or Individual --- (Please circle one)

Entry Name: _____

Contact Person: _____

Address: _____

Phone (home) _____ (office) _____ (FAX) _____ (E-Mail) _____

There is no charge for parade entries.

Parade entry: (Example: float, truck, car - how many? /walking - how many?)

Type of Entry _____

****MUST HAVE** - Length of Float Or Trailer & how many? _____**

****** Must be specific on length of entry so that we can fit you in the line-up. ******

Additional info: (History of group, significant individuals, awards, etc.) **This info is used to present your entry to the crowd at the viewing stand.**

Any special needs for parade line-up? _____

Booth Entry: (Ex: arts/crafts/jewelry/clothes/food (what kind), etc.) We try not to duplicate!! Put down what you are selling & we will assign it on a first request basis! You will be contacted if there is a concern about duplications.

Description of merchandise: _____

Booth Size = 12 x 12. Do you need electricity? _____ (we have 110 volt 20 amp circuits)

Booth fees are: \$40 for Individuals, Schools, Churches & Non-profits;

\$60 for Commercial vendors without electricity;

\$75 for Commercial vendors that need electricity.

Make checks payable to the City of Millbrook.

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